



Town of Pagosa Springs
Planning Commission, Board of Adjustments & Design Review Board
Regular Scheduled Meeting Minutes
January 12, 2016
Town Hall, Council Chambers, 551 Hot Springs Boulevard, Pagosa Springs, Colorado 81147

- I. **Call to Order / Roll Call:** Commission Chair Ron Maez called the meeting to order at 5:30 PM. Commissioners present were Peter Adams, Greg Giles, Heidi Martinez and Cameron Parker (arrived at 5:38 pm). Alternative Member Natalie Woodruff was absent. Also present were Planning Director James Dickhoff and Associate Planner Margaret Gallegos. Chair Maez left the meeting from 6:37 until 6:40 PM with VC Martinez presiding over the meeting in his absence.
- II. **Announcements:** None
- III. **Approval of Minutes:** Motion by Commissioner Martinez, seconded by Commissioner Giles, and unanimously carried to approve the December 8, 2015 Planning Commission regular meeting minutes as presented.
- IV. **Public Comment:** None received.
- V. **Board of Adjustments:** None.
- VI. **Planning Commission:**
- A. **Set 2016 Regular Meeting Days, Times and Place for Planning Commission, Design Review Board and Board of Adjustments.** The Land Use and Development Code (LUDC) section 2.5.6.A.2: Establishment of Meeting Schedule specifies, *"Each board and commission shall also establish a meeting schedule that meets frequently and regularly. All meetings shall be open to the public, and the agenda for each meeting shall be made available in advance. In lieu of a meeting schedule, the Board of Adjustment must convene a meeting within 45 days of receipt by the Director of a completed variance or appeal application."* The Planning Commission Chair asked for discussion regarding the best day(s) and time(s) to meet monthly for the current Board members.
- Motion made by Commissioner Martinez, seconded by Commissioner Adams, and unanimously carried to set the regular Town Planning Commission meetings for the Second and the Fourth Tuesday of each month, at 5:30 pm to be conducted in the Town Hall Council Chambers in Town Hall, located at 551 Hot Springs Boulevard, Pagosa Springs, Colorado.**
- B. **Elect 2016 Chair and Co-Chair for Planning Commission, Design Review Board and Board of Adjustments:** The Land Use and Development Code (LUDC) section 2.5.6.A.1: Election of Chairperson and Vice Chairperson outlines that *"Annually, at the first regular meeting of the year, each board and commission shall elect, by majority vote, from its membership a Chairman and Vice-Chairman, with each being eligible for re-election, and each*



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serving a one- year term in such capacity. The Chairman of each board or commission shall preside at all meetings and public hearings of such board or commission and shall decide all points of order and procedure. The Vice-Chairman shall assume the duties of the Chairman in the absence of the Chairman and shall act in the capacity of Chairman of all special committees created by the board or commission. Should the Vice-Chairman and the Chairman be absent from a meeting or public hearing, the majority of the board or commission shall appoint a member to be the presiding officer. Any vacancy from the position of Chairman or Vice Chairman shall be filled in the same manner as such positions are established. The Chairman shall transmit reports and recommendations to the Town Council. In the case of the Planning Commission, the Chairman shall also certify plans and plats." The Planning Commission Chair asked for discussion and nominations for the annually elected Chair and Vice-Chair positions.

Motion made by Commissioner Martinez, seconded by Commissioner Adams and unanimously carried to nominate and elect Ron Maez as Planning Commission Chair Person for 2016.

Motion made by Commissioner Adams, seconded by Commissioner Maez and unanimously carried to nominate and elect Heidi Martinez as Planning Commission Vice-Chair Person for 2016.

VII. Design Review Board: None

VIII. Public Comment: None received.

IX. Reports and Comments:

A. Planning Department Report –Planning Director Dickhoff provided the following overview of the 2015 Planning Commission activities:

- 1) Approved a recommendation for Town Council to consider revising the design criteria in commercial districts regarding the use of metal siding. Town Council has approved this LUDC revision in Ordinance 822.
- 2) Approved a recommendation for Town Council to consider revising the LUDC regarding the use and placement of Cargo Shipping Containers. TC has approved regulations for commercial districts in ordinance 828. Residential District consideration will come back to them in the first quarter of 2016.
- 3) Approved a recommendation for Town Council to consider amending the LUDC to allow Electronic Message Center signs. TC approved LUDC revisions in Ordinance 833.



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4) Approved a recommendation for Town Council to consider allowing smaller single family residential lots within the R-12 and R-18 districts. This matter will go before the TC before the end of February.

5) Approved a recommendation to remove the minimum density requirement in the R-18 district. This item will come back to TC in the first quarter of 2016.

TOWN PROJECTS COMPLETED / UPDATES:

- 1) Completed the Piedra Street reconstruction and installation of sidewalk to Elementary School.
- 2) Completed Majestic Drive CMAQ paving project.
- 3) Completed Aerial Survey for 1-foot topo mapping to accommodate TTPL trail and ACP road planning efforts.
- 4) Completed 6th Street Pedestrian Bridge project.
- 5) Began GGP site work with site improvements accepted to be completed in early 2016 and construction of one dome in 2016. Additional two domes are dependent on funding.
- 6) Completed sewage transfer line to the Vista sanitation plant. System is expected to be operational by end of January 2016.
- 7) Received a State Historical Fund (SHF) grant for restoring the Rumbaugh Creek Bridge.

NEW ASSOCIATE PLANNER: The Town's new associate planner, Rachel Novak has accepted the position, and is scheduled to begin work the first week of February 2016.

NEW PROJECTS MANAGER: The Town's new Projects Manager, Scott has accepted the position, and is scheduled to begin work on January 14. His desk will be located in the Planning Department offices, now located upstairs in Town Hall, in the former Parks and Recreation office space. Parks and recreation have moved their offices to the Community Center.

SOUTH EIGHTH STREET RECONSTRUCTION IMPROVEMENTS PUBLIC INPUT WORK

SESSION: On January 19, 2016 at 5 pm in the Community Center, the Town Planning Department will conduct a public input work session regarding the potential scope of improvements along South Eighth Street. Door hangers will be distributed to residents along South Eighth Street, owners were mailed an invitation, and articles were published in the Pagosa Sun newspaper encouraging attendance. Town Council has allocated 1.5 million for 2016 improvements along South Eighth Street, and we want to collect comments from property owners and residents regarding the proposed project and potential elements that will be designed into the project.

WALMART: Public Notification has set the Town Council Appeals Hearing for March 1st, if needed, regarding the planning director's determination regarding the parking lot lights not complying with town codes. Walmart has stated they are in the process of designing and manufacturing shields for the parking lot lights, however, due to public notification



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requirements, it was necessary to publish the possibility that Walmart will want to pursue this option.

SAFE ROUTES TO SCHOOL GRANT: A Safe Routes to School (SRTS) infrastructure grant application has been submitted on January 8th, for sidewalk improvements within the north Pagosa residential neighborhood, to provide connectivity to the Elementary School. Awards are expected to be notified in April 2016. There is \$2 million available state wide, and with up to \$350,000 requests being accepted, it is expected to be a very competitive grant round. The Town Council has dedicated \$80,000, the Board of County Commissioners (BOCC) have dedicated \$10,000 and the School District has dedicated \$3,500 towards the grant match.

SPRINGS PEDESTRIAN BRIDGE REPLACEMENT: The Planning Director submitted a GOCO grant in November, with award notification expected in late March. Regardless of an award, the bridge will be replaced this summer.

WATER WORKS FACILITY STATE HISTORIC FUND GRANT APPLICATION: Staff has submitted a grant application with the State Historical Funds for the restoration of the Water Works building located at 96 First Street and the award notification is expected in April, 2016. The estimated project cost is \$183,153.00 and the requested grant funding is \$137,365.00 with a Town cash match of \$45,788.25.

B. Planning Commission: Commissioner Adams requested that the Planning Director provide an outline to the Commissioners that include the 2016 projects with progress and/or planning to date. Chair Maez asked that the outline include LUDC proposals. Planning Director noted that he could have a report ready for the Commission to review and invited them to add to the report and to provide recommended projects and prioritizing. The Commissioners agreed that they would begin working on their list of project and bring back during its next meeting on February 9.

C. Upcoming Scheduled Town Meetings: A meeting schedule was provided to the Commissioners that included meetings, through February 10, 2016, for the Planning Commission, Historic Preservation, Town Council and Parks and Recreation.

X. Adjournment - Upon motion duly made, the meeting adjourned at 6:45 PM.

Ron Maez
Planning Commission Chair